## LITTLE HANDS JOB COMPLETION FORM

name		
phone		
date		
class		
current job		

Each family at Little Hands is required to perform a "job" during the school year. In order to be considered a member in good standing, you must fill out this form when you have completed your job for the school year, and have it signed by the person to whom you report (this information is on your job description). Once you have obtained the signature, please put the form in Sheri King's mailbox (Jobs Board Member) in the Art Room.

This form is not only a way to determine that your job has been completed, but also a mechanism for improving jobs for the following school year. Your input is very important to this process.

1. Did you find your job's time commitment comfortable or too time consuming? (please circle one)
2. How many hours did you spend on your job? In general, what tasks did you perform?
3. Have you experienced any problems performing your job? Please explain.
4. What aspects of the job did you like?

Little Hands JOB COMPLETION FORM rev: 5/29/2003

5. Is there anything else you want to comment on about any other jobs at the school? (e.g., jobs you thought were helpful to the school, jobs you thought were unnecessary; jobs you would like to see added to the school).
What advice would you like to give to your successor? It would be helpful for you to elaborate on any details, shortcuts, or tips that would help make your successor's job easier. Please be specific.
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**Board Member/Chairperson's Signature/Date**